

DRAFT

DRAFT

**CLEMSON UNIVERSITY CLASSIFIED STAFF COMMISSION
EXECUTIVE COMMITTEE AGENDA
January 30, 2001 8:30 AM
L. J. Fields**

Present: Nancy Allgood, Jerry Beckley, Cathy Bell, Barbara Bergman, Wendy Howard, Marian Littleton, Cindy Long, April Warner

Absent: Larry Addis, Brian Becknell

Jerry Beckley called the meeting to order at 8:40 AM.

1. **Approval of Minutes:** Minutes were approved with noted corrections.
2. **Announcements from the President:** Brian Becknell
 - A. **Academic Council:** No report was given.
 - B. **Administrative Council:** No report was given.
 - C. **Board of Trustees:** No report was given.
 - D. **Legislative Affairs:** Jerry Beckley reported the focus of discussions has been Governor Hodges' proposed budget cuts. In his effort to increase salaries of K-12 teachers, boost information technology, and improve the infrastructure of school buildings, Gov. Hodges' proposed budget plans to take monies from other areas. President Barker has voiced that higher education should not pay the penalty for such improvements. Jerry urged the Executive Committee to be very careful to relate accurate information about this ongoing budget process. Governor Hodges' budget is available at www.state.SC.us. Marian stated that President Barker's message is noticeably boosting the morale of classified staff and that people are excited about his pro-active stance.
 - E. **President's Cabinet:** No report was given.
 - F. **Other:** No report was given.
3. **Treasurer's Report:** Cynthia Long reported that Steve ^{Crump} Copeland has approved her request to move \$6900 from the Golf Tournament deposit account into the Endowment account at the end of January. Cindy with the help of Cheryl Dean has been able to get \$27,670.21 moved from the operating fund into the interest-earning account of the Endowment fund. As of December 31, 2000, Cindy reported there was \$5400 in Expense, \$1400 in Travel, \$1527 in Vending, and \$250 in Board money for plaques. It was recommended that a small needs assessment be compiled in light of the proposed budget cuts.
4. **Committee Reports:**
 - A. **Membership:** Nancy Allgood has been working on plans for the luncheon. Invitations will be printed in the next couple of weeks. Election ballots will be taken to the printers next week. Nancy expressed the difficulty she has had getting people to serve. Due to her diligent telephoning efforts, she has filled every area except area 10. Nancy requested that Jerry provide her with names of people that she can contact in Anderson, Greenville, Pickens, and Oconee counties. She will make certain that these people are aware that the Classified Staff Commission does provide travel money for attending meetings should they decide to serve as a representative. Nancy also expressed concern that temporary grant employees might not be currently incorporated into representative groups. She will continue to investigate this concern. Nancy requested a formal letter be drafted and taken to President Barker inviting him to the luncheon and requesting him to address the Commission.
 - B. **Communications:** Wendy Howard asked for ideas for the March newsletter. Suggestions included the proposed budget cuts, bio-article on Jerry, afterthoughts from Brian, and an update on the Ombuds survey written by an Ombuds committee member. Jerry suggested the June newsletter should include a follow up article on the budget, report on the golf tournament, and the scholarship recipients. Nancy and April are having a brown bag lunch Wednesday, January 31st.
 - C. **Policy and Welfare:** April Warner stated that the NOISH report on Poole Hall was a disappointment. They failed to bring air-sampling equipment, so no information on air quality was included in the report. Report findings suggested to keep the basement clean, lab staff should not be allowed to wear lab coats, and no smoking in the dock area. NOISH left the impression that they did not take the report seriously. April stated that they do not have regulatory authority but they are the research group that should be providing legitimate data and research to the regulatory authorities. An additional study by a Greenville engineering firm on the HVAC system began in November. April has requested a copy of their report. April has asked the Campus Building Air & Water Quality Committee to review the findings of the HVAC report in addition to those of the NOISH report before making their recommendations.
 - D. **Scholarship:** Cindy Long reported that they have a new hole sponsor. She also stated that 2 corporate plus sponsors from last year's tournament have been contacted and have said they will

honor their outstanding fees. She has received \$1450 in tournament fees as of January 30th. Willie is arranging for the autographed balls from the coaches. Cindy requested that anyone with restaurant contacts please let her know. She is looking for gift certificates to offer as prizes for the winners. The deadline for all prizes and corporate plus sponsors is March 15th. After that date, the committee plans to focus on signing up players. Jerry reported that Gateway has agreed to donate a desktop to be delivered the end of February. Cindy is planning to approach Dell for a donation of 4 palm pilots for the first place winners. Cindy wants to encourage all reps to approach their departments to be hole sponsors.

5. Ad Hoc Committee Reports:

A. Ad Hoc Committee for Staff Ombudsman: Jerry Beckley presented the committee's findings and recommendations. Discussions included survey data on the benchmark institutions and the survey results of the classified staff members. Jerry complimented both Brenda Vander Mey and the Ad Hoc Committee for a job well done. Included in Brenda's recommendations was the fact that 65% of those surveyed voted in favor of an Ombuds for classified staff at Clemson University. Members of the Executive Committee were asked to study the packet prior to the February Commission meeting when it will be presented to the representatives.

6. Unfinished Business:

A. Board of Trustees Recognition of Staff Awards/Honors: Cathy Bell reported that she had followed up with Thornton Kirby regarding recognizing staff with awards. At this time he has not made any progress in this area. Cathy further stated that faculty are recognized at a Board sponsored dinner in April and if Classified Staff were to be included, information would need to be collected in a timely manner. She will continue to follow up on this matter.

7. New Business

A. CSC Presence: Cathy Bell expressed her desire for the Commission to continue to have a strong presence on university committees. Hard work has given us the opportunity to serve on these committees and the Executive Committee should make a concerted effort to be effective representation for all classified staff at these meetings. Proper communication channels need to be insured. She recommended that we be pro-active, positive, and believe that we are deserving. Jerry thanked Cathy for her diligent efforts for the advancement of the classified staff and reassured the Executive Committee that during his term as President the Commission will follow her advise to continue to strengthen and advance the voice of the Commission.

B. CSC Office Relocation: Cindy Long has received approval from Steve Copeland for the CSC office to use a currently vacant office space in G06 Sikes Hall. The Executive Committee unanimously approved the relocation. Cathy suggested Brian should follow up with Almeda Jacks as to the time frame for the permanent office availability. Confidential files will be moved to a locked area in Barre Hall until the permanent office is ready.

C. Convocation: Jerry is serving on this committee with Dean Boykin. They hope to run the convocation live over the internet and the satellite for the benefit of alumni and other interested parties. Dr. Jerry Reel has suggested that the committee select a speaker who would reflect national events of the past year. At Jerry's request a classified staff member will carry the University banner at graduation for the CSC. Mike Simmons has agreed to do this. Two additional classified staff members need to be found to carry the mace and the Classified Staff banner.

D. Newly forming President's group: Jerry was asked by Brenda Vander Mey to organize committee of Presidents of the various constituencies on campus to exchange information.

E. Newly forming computer safety group: Barbara Bergman has been asked to serve on this committee to determine ways to educate students and employees on internet safety. Wendy suggested that Barb provide her with information on this committee for the newsletter.

F. CSC Web page: It was suggested that the CSC web page be maintained by Kathy Hensen. Barbara will help with that transition.

8. Adjournment: The meeting was adjourned at 10:20 AM by Jerry Beckley.

Next Executive Meeting is Tuesday, February 27, 2001 at 8:30 AM in L. J. Fields.